

Employee Post-Travel Disclosure of Travel ExpensesRECEIVED
SECRETARY OF THE SENATE
PUBLIC RECORDS

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original *Employee Pre-Travel Authorization* (Form RE-1), AND
☒ A copy of the *Private Sponsor Travel Certification Form* with all attachments (itinerary, invitee list, etc.)

Washington Office on Latin America

Private Sponsor(s) (list all): _____

Travel date(s): Aug 26-Aug 30, 2019

Name of accompanying family member (if any): _____

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input checked="" type="checkbox"/> Good Faith Estimate	\$1500	\$200	\$200	
<input type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate				
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): attached

9/30/19 Matthew Duss [Signature]
 (Date) (Printed name of traveler) (Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the *Employee Pre-Travel Authorization* form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

9/30/19 [Signature]
 (Date) (Signature of Supervising Senator/Officer)

EMPLOYEE PRE-TRAVEL AUTHORIZATION

Date/Time Stamp:

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will **not** be considered or approved. This form **must** be typed and is available as a fillable PDF on the Committee's website at ethics.senate.gov. Retain a copy of your entire pre-travel submission for your required post-travel disclosure.

Matthew Duss

Name of Traveler: _____

Employing Office/Committee: Senator Bernie Sanders

Private Sponsor(s) (list all): Washington Office on Latin America

Travel date(s): Aug 26, 2019-Aug 30, 2019

*Note: If you plan to extend the trip for any reason you **must** notify the Committee.*

Destination(s): Pasto, Colombia; Ipiales, Colombia; Tulcan, Ecuador; Bogota, Colombia.

Explain how this trip is specifically connected to the traveler's official or representational duties:

Developing a deeper understanding of how the Venezuelan displacement crisis is impacting the region will assist me in my work as foreign policy adviser to Sen. Sanders.

Name of accompanying family member (if any): none

Relationship to Employee: ☐ Spouse ☐ Child

I certify that the information contained in this form is true, complete and correct to the best of my knowledge:

7/24/19
(Date)


(Signature of Employee)

TO BE COMPLETED BY SUPERVISING SENATOR/OFFICER (President of the Senate, Secretary of the Senate, Sergeant at Arms, Secretary for the Majority, Secretary for the Minority, and Chaplain):

Senator Bernie Sanders

Matthew Duss

I, _____ hereby authorize _____
(Print Senator's/Officer's Name) (Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate. (signify "yes" by checking box) ☐

7/24/19
(Date)


(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should **NOT** submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

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1. Sponsor(s) of the trip (please list all sponsors): Washington Office on Latin America
 2. Description of the trip: 4-day fact-finding trip to the Colombia-Ecuador border to observe the Venezuelan Displacement crisis and the regional response.
 3. Dates of travel: August 26, 2019-August 30-2019
 4. Place of travel: Pasto, Colombia; Ipiales, Colombia; Tulcán, Ecuador; Bogotá, Colombia
 5. Name and title of Senate invitees: Matt Duss, Foreign Policy Advisor to Sen. Sanders
 6. I *certify* that the trip fits one of the following categories:
 - ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal **and** do not retain or employ registered lobbyists or agents of a foreign principal **and** no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
 - OR –
 - ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
 7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
 - AND –
 - ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
 8. I *certify* that:
 - ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
 - AND –
 - ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

9. USE ONLY IF YOU CHECKED QUESTION 6(B)

USE ONLY IF YOU CHECKED QUESTION 4d)
I certify that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

- ☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and **one** overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

- OR -

- ☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (see questions 6 and 10).

- OR -

- ☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. USE ONLY IF YOU CHECKED QUESTION 9(B)

USE ONLY IF YOU CHECKED QUESTION (2)
If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

The Venezuela program at the Washington Office on Latin America will fully organize and conduct all meetings and events, and will fund all necessary expenses for the trip.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:

WOLA is an independent organization committed to human rights advocacy in the Americas. This trip is being fully organized and funded by WOLA's Venezuela program, which is in part focused on advocacy for those affected by Venezuela's displacement crisis. Through this fact-finding trip, WOLA hopes to generate a more profound understanding of the migration crisis, and share insights regarding the need and potential for a regional response.

Briefly describe each sponsor's prior history of sponsoring congressional trips:

Many of WOLA's programs (Andes, Citizen Security, Mexico and Migration, Drug Policy, etc.) have sponsored congressional and staff delegations in the past. Congressional outreach is a key part of what WOLA does, and it is a necessary part of our advocacy mission.

14. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

The Washington Office on Latin America is a think-tank, so much of what it does is conduct research and use that research to inform key audiences. WOLA participates in congressional briefings, publishes new studies on its website and blogs, and composes regular reports to share newly-gathered information.

15. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$900-1000	\$185-200	\$200	\$100-200

16. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

The meetings and visits organized for this trip are all being arranged specifically with regard to congressional participation.

17. Reason for selecting the location of the event or trip:

We are traveling to the Colombia-Ecuador border, which is a region that many Venezuelan migrants and refugees settle in and/or pass through on their way to other countries. There have been many congressional delegations to the Venezuela-Colombia border to assess the immediate impact and needs associated with the Venezuelan displacement crisis, but we hope that with our trip we will foster a deeper understanding of the long-term needs of migrants, and the long-term challenges that migrants and refugees face when settling in other countries.

18. Name and location of hotel or other lodging facility:

Hotel Boutique la Merced (Pasto, Colombia; \$45/night)
Hotel Ibis Bogota Museo (Bogota, Colombia; \$60/night)

19. Reason(s) for selecting hotel or other lodging facility:

This hotel is centrally located, has positive reviews, and is reasonably priced.

We have yet to select a hotel in Bogota, but we plan to find a similar hotel that is reasonably priced, safe, and located in a convenient and central location.

20. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:
The maximum per diem rate for the city of Bogota, Colombia is \$382 USD, and around \$250 in other cities in Colombia. With our budget, we are unlikely to spend any more than \$180 per person.
21. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:
We expect to travel economy class, and provide economy class for all staffers who are attending with us.
22. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).
23. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

(to be completed by each additional sponsor)

Dates of Travel (Month Day, Year)

Place of Travel

E-mail Address: kmgugerli@wola.org

57 60 61 62 63 64 65 66 67 68 69 70

7:00 a.m. – 8:00 a.m.	Breakfast at hotel
8:00 a.m. – 11:00 a.m.	Transport to Ipiales, Ecuador
11:00 a.m. – 12:00 p.m.	Meeting in Ipiales: <ul style="list-style-type: none"> • Albergue de la Alcaldía <i>Local shelter for Venezuelan migrants/refugees</i>
12:00 p.m. – 1:00 p.m.	Lunch
1:00 p.m. – 1:30 p.m.	Transport to Tulcán, Ecuador
1:30 p.m. – 6:00 p.m.	Meetings in Tulcán:

6:00 p.m. – 8:00 p.m.	Dinner with Migración Colombia <i>National migration organization</i>
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Friday, August 30: Final Meetings in Bogotá; Return to Washington, D.C.

Likely Flights:

Bogotá, Colombia (BOG) – Washington, D.C.

2:25 a.m. BOG – 7:30 p.m. MIA (LATAM Airlines 6776)

9:33 p.m. MIA – 12:10 a.m. DCA (LATAM Airlines 6955)

8:00 a.m. – 9:00 a.m.	Breakfast, check out of hotel
10:00 a.m. – 11:30 a.m.	Meeting with Cancillería/Consulate
11:30 a.m. – 12:30 p.m.	Ground transport to airport
2:25 p.m. – 11:09 p.m.	Flight to Washington, D.C.